

CORRESPONDENCE

EXAMPLES OF FORMAT

Office of the Deputy Director for Support

CORRESPONDENCE SUBMITTED TO THE OFFICE OF THE DIRECTOR

Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI, or Executive Director open with a sentence similar to one of the three below:

- a. "This memorandum is for information only; particular reference is made to paragraphs _____, _____, and _____."
- b. "This memorandum suggests action on the part of the DCI, DDCI, or Executive Director; this action is contained in paragraph _____."
- c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph _____."



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C. 20505

OFFICE OF THE DIRECTOR

NOTE: Memoranda to the President are double-spaced.

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In accordance with . . .

I wish to assure you. . .

W. F. RABORN
Director

Attachment

ON CIA COPIES ONLY:

DD/S:RLB:fp (ON DD/S COPIES ONLY)

Distribution:

- O&1 - Addressee w/att
- 1 - Signing Official w/att
- 1 - ER w/att
- 2 - DD/S w/att
- 1 - D/Sec w/att

CONCUR:

R. L. Bannerman
Deputy Director
for Support

Date

NOTE: The Director's name is typed in all caps on memoranda only.

EXDIR SIGNATURE



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C. 20505

OFFICE OF THE DIRECTOR

Mr. John W. Smith

Washington, D.C. (zip code)

Dear Mr. Smith:

Thank you for.

We will.

Sincerely,

L. K. White
Executive Director

*NOTE: on external correspondence Executive Director title is used unless
the subject matter concerns the Comptroller function in which
case "Executive Director-Comptroller" is used.

ON CIA COPIES ONLY:

DD/S:RLB:maq (date)

Distribution:

Orig & 1 - Adse

1 - Signing Official

1 - ER

2 - DD/S

(any other copies required)

CONCUR: _____

(Date)

R. L. Bannerman
Deputy Director

for Support

Make an envelope for the letter to be forwarded to ER with package



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

(This format applies to ExDir and DCI also --
each letter must be on proper letterhead.)
The Executive Director uses DCI letterhead.)



The Honorable Robert S. McNamara
The Secretary of Defense
Washington, D. C. 20301

Dear Secretary McNamara: (Find out if the person signing the letter
knows the addressee personally, for instance

XXXXXXXXXXXXXXXXXXXX well enough to use his first name.)XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX, etc.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX, etc.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX, etc.

Sincerely,

Richard Helms
Deputy Director

Enclosure (if any)

DD/S:RLB:fp) On DD/S copies only.
Distribution:)
O&I - Addressee)
1 - ER) Distribution on CIA copies only.
1 - Signing Official)
1 - DD/S chrono)
1 - DD/S subject)
1 - DD/P)

(CONCURRENCE LINE FOR DD/S)

Note: Make an envelope for the letter to be forwarded to ER with package.

Going to ExDir, DDCl, or DCI
by title.

SUBJECT : XXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXX

- R. L. Bannerman**
Deputy Director
for Support

Distribution:)
 Orig - Adse)
 1 - ER) Not shown on original
 1 - DD/S Subject)
 1 - DD/S Chrono)

SUBJECT : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- Approved For Release 2001/03/02 : CIA-RDP74-00005R000200080043-8

Memorandum of Conversation

SUBJECT : XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

R. L. Bannerman, Deputy Director for Support

[illegible][illegible][illegible]

1 - DD/S chrono

PROPER WAY OF LISTING ATTACHMENTS

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R. L. Bannerman
Deputy Director
for Support

Att

Memo dtd 5 Nov 65 to DD/S)
fr D/Pers, subj: Recruitment) If the attachment is clearly spelled out
in the body of the memorandum, there
is no reason to spell it out here.
BUT -- Do NOT use the phrase "As stated",
simply list "Att".

IF THERE ARE TWO OR MORE ATTACHMENTS:

2:Atts

Att 1: Memo dtd 5 Nov 65 to DD/S
fr D/Pers, subj: Recruitment
Att 2: Memo dtd 23 Oct 65 to DD/S
fr D/Pers, subj: Recruitment

Note: Please try to avoid using Tab A, Tab B, Tab C, etc., in listing
attachments.

IF THERE ARE ATTACHMENTS PLUS A COURTESY COPY LINE, they
are shown as follows:

R. L. Bannerman
Deputy Director
for Support

cc: General Counsel
Director of Personnel

Att

Reference (or, Referent memorandum)

NOTE: Memoranda have "Attachments"
Letters have "Enclosures"

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XERO